

ROUTING AND TRANSMITTAL SLIP

Date

5 October 1989

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. OP

2. ATTN:

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. FOR ACTION

The Program has been extended through
12 October 1989. Mr. Mike Triggs (556-1250)
at GSA should be contacted to pick up food.
GSA has also indicated that they have posters
and boxes available. I'd try FMG/OL first.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EXA/DDA

Phone No.

5041-102

* U.S. GPO: 1988 — 241-174

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206DD/A REGISTRY
FILE: Pers-18-AK

EXECUTIVE SECRETARIAT**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

ER 89-3907


 Executive Secretary
 3 Oct '89

Date

3637 (10-81)



Administrator
General Services Administration
Washington, DC 20405



ER 89-3907

September 29, 1989

MEMORANDUM FOR ALL AGENCY AND DEPARTMENT HEADS

FROM: RICHARD G. AUSTIN
ACTING ADMINISTRATOR *Richard G. Austin*

SUBJECT: Collection of Non-Perishable Foodstuffs for Relief
of Hurrican Hugo Victims

You are all aware that the recent devastation caused by Hurricane Hugo has left thousands of people without food, shelter, and clothing. Given that the local power companies expect long delays in restoring full electricity to the affected areas, there is a critical shortage of non-perishable food.

As such, I am appealing to the generosity of all Federal Government employees in the Washington, D.C. metropolitan area to "canvas your cupboards" and voluntarily donate all of the non-perishable food you can spare to this most worthy cause.

With your help and support, in conjunction with the White House Office of National Service, General Services Administration (GSA) will coordinate efforts to make arrangements to place collection boxes at the entranceway to all buildings housing Federal employees. Contributions of canned goods will be collected by a recognized relief agency beginning Friday, September 29, 1989, and will continue until Friday, October 6, 1989, at which time all food donated will be transported to the areas of most need.

Perhaps you might want to appoint an agency coordinator to oversee this relief effort. GSA will be contacting you with further details. In addition, Mr. Gregg Petersmeyer, Deputy Assistant to the President and Director for the Office of National Service will be transmitting more information to your staff later today at a meeting of department and agency representatives.

For further information please contact Mr. Gordon Hamel, General Services Administration on 523-1609. Thank you for your attention to this important effort.

ILLEGIB

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I talked with
Mr. Hamel
on this -

The programs
will be attended
10/10/89 -

Also
Boxes & Posters
are available
from USA
The will deliver
if we can
arrange for
pickup at gate.

STAT